

NORTH OGDEN CITY WORK SESSION MEETING MINUTES

October 7, 2014

The North Ogden City Council convened in an open meeting on October 7, 2014 at 6:30 p.m. in the North Ogden City Council Chambers at 505 East 2600 North. Notice of time, place and agenda of the meeting was delivered to each member of the City Council, posted on the bulletin board at the municipal office and posted to the Utah State Website on July 31, 2014. Notice of the annual meeting schedule was published in the Standard-Examiner on January 24, 2014.

PRESENT:	Brent Taylor	Mayor
	Kent Bailey	Council Member
	Lynn Satterthwaite	Council Member
	Cheryl Stoker	Council Member
	James Urry	Council Member
EXCUSED:	Phillip Swanson	Council Member
STAFF PRESENT:	Bryan Steele	Acting City Manager
	S. Annette Spendlove	City Recorder/H.R. Director
	Kevin Warren	Police Chief
	Gary Kerr	Building Official
	Craig Giles	Public Works Director
	Tiffany Staheli	Parks & Recreation Director
	Rob Scott	City Planner
	Mike Mellor	Code Enforcement Officer
VISITORS:	Joan Brown	Gavin Obray
	Blake Welling	

Mayor Taylor welcomed those in attendance.

Council Member Bailey offered the invocation and led the audience in the Pledge of Allegiance.

ACTIVE AGENDA

1. PUBLIC COMMENTS

There were no public comments.

2. PRESENTATION OF DEPARTMENTS

Prior to beginning Department presentations, Mayor Brent Taylor informed the Council of three requested change orders for the Public Works Facility project, noting the change order dealing with the split face block building material is time-sensitive and he is seeking authorization from the Council tonight to order the materials. Formal approval of all three change orders would be

requested at the next regular Council meeting. There was a brief discussion regarding the justification for the requested change orders, with Public Works Director Craig Giles indicating he supports the change orders and feels they will improve the overall project.

Council Member Jim Urry inquired as to where the money for the change orders will come from. Mayor Taylor stated there is a contingency amount built into the project budget and none of that funding has been used to date. The Council concluded to support the split face rock change order. Mayor Taylor and Mr. Giles then offered the Council with a status report for the project.

Each Department Director then used the aid of a PowerPoint presentation to provide the City Council with an overview of the highlights of their Department over the last six to 12 months, upcoming initiatives and the vision for their Departments for the next six months, and the needs of each Department, whether they be policy needs or budgetary needs. Mayor Taylor indicated this discussion could lead into discussion of budget preparation for the next fiscal year.

Code Enforcement

Acting City Manager Bryan Steele introduced Mike Mellor, the City's Code Enforcement Officer, who provided the Council with some information regarding the things he has been working on relative to Code Enforcement throughout the City. He reviewed the sections of North Ogden City Code that he is responsible for enforcing, noting his main focus has been on unkempt yards and abandoned buildings.

Council Member Urry asked if the majority of the code enforcement action taken by the City is in response to a complaint from a citizen. Mr. Mellor stated he has initiated approximately 60 percent of the pending code enforcement actions while the other 40 percent are complaint driven. He stated it has been his experience that 85 to 90 percent of the people he has contacted have willingly corrected the violation on their property. He stated he would prefer to be proactive rather than reactive and he believes that the code enforcement actions taken by himself and the City will ultimately beautify the entire community and improve the overall quality of life. He then reviewed some 'problem' properties with the City Council, with a focus on vacant buildings, which the City does not have an ordinance regarding. This led to a discussion regarding the potential to consider adopting a vacant building ordinance that will give staff the ability to work with property owners to address code issues related with vacant buildings. Police Chief Kevin Warren reviewed ordinances and laws used in other cities regarding vacant buildings. The Council indicated they would be interested in considering a draft ordinance regarding vacant buildings, encompassing residential and commercial buildings.

Council Member Urry stated the code violation he sees most frequently is illegal parking of utility trailers, boats, or camp trailers on the street. Mr. Mellor stated those violations do occur frequently, but they can be somewhat difficult to address because owners will move the trailer for a few days and relocate them to the street. Council Member Kent Bailey suggested that the next City newsletter include an article regarding code enforcement, with a focus on the rules relative to on-street parking.

Building Official Gary Kerr concluded that Mr. Mellor is doing a wonderful job for the City and he deals with people very well.

a. Administration

City Recorder/HR Director Annette Spendlove then provided information regarding the Administration Department, encompassing City Recorder and Human Resources functions; they are responsible for utility billing, elections, records management, human resources, meeting management, risk management and liability insurance, notary services, administration, and codification. She noted her staff is the first point of contact for all customers of the City. She reviewed the highlights of her Department for the past year as well as plans for improving the service provided by her Department. There was a brief focus on utility billing system improvements as well as codification practices. Ms. Spendlove expressed her concerns regarding her ability to provide secure storage for the City's records and stated she would like to work to provide a facility to accommodate that security. She then stated she is also designated as the City's risk manager and she does not have sufficient time to appropriately carry out the duties associated with that title. She stated she would like to reconfigure the space that houses her office and her staff workspace to lessen the interruptions she experiences throughout the day due to front counter traffic. There was a brief discussion regarding the transition to a new utility billing software in relation to a new meter reading system.

b. Parks & Recreation

Parks and Recreation Director Tiffany Staheli then provided the Council with the highlights of her Department from October 2013 to October 2014, with a focus on the improvement projects that were completed over the past year. She also reviewed special events that her Department was responsible for throughout the year, after which she discussed the improvements made to the City's community garden, which is rented to capacity. She also reviewed the projects that were completed using Recreation, Arts, Museum, and Parks (RAMP) tax funding. She then discussed the implementation of a lifeguard training course at the aquatic center; the City charges for the course and generates enough revenue to pay the instructor and applicable fees. She concluded by reviewing various volunteer projects that were completed in the City under the direction of her Department. She then reviewed the outlook for her Department for the next six months, which is the winter season. There was a brief focus on the purchase of new equipment, such as trucks and mowers that will be used by her Department to improve efficiency. She also discussed projects that are slated to be completed to improve park amenities, such as restroom replacement, landscaping renovation, playground maintenance and inspection, and special events organization. She then discussed the sports programs offered by her Department, after which she reviewed the City's RAMP grant applications for the 1900 North Riverwalk Trail project, the Pleasant View Drive bicentennial trail connection, and the Orton, Green Acres, and Lomond View Park restroom projects. Ms. Staheli concluded by reviewing a slide summarizing her concerns relative to her Department: low staffing levels and sprinkler maintenance. She explained the wages for her seasonal positions are not high enough to attract people that can work the entire growing season. She noted that due to low staffing levels she is only able to address sprinkler issues that are complaint driven rather than being able to be proactive. She stated she would like to create a position that would be solely responsible for sprinkler maintenance full time

throughout the year. She stated she will bring additional information regarding this request to the budget retreat meeting for next year's fiscal year budget.

c. Building

Building Official Gary Kerr provided the Council with information regarding recent activities of the Building Inspections Division of the City. He reviewed the various responsibilities of the Building Inspections Division as follows:

- Building inspections
- New Subdivision inspections
- Business licenses
- AutoCad Mapping
- GIS (Geographic Information System)
- FEMA Partnership and Responsibilities
- Monitoring Storm Water Activities
- Misc / CBDG Grant, Code Enforcement, Planning, Problem Solving
- Maintenance: City Hall, Police Department, North View Seniors Buildings

He then reviewed some of the building projects currently underway in the City. He also reviewed building and permitting data for his Department for 2012, 2013, and 2014. He discussed the new iWorq software program that is a record keeping program for the Department; it is a paperless program that seems to be working out very well. He reviewed business licensing statistics for the City for 2013 and 2014 to date. He concluded by reviewing employee training and longevity after which he reviewed the future outlook and concerns for his Department; his main concern is the increased work load his staff is dealing with as well as tracking old files and he noted a large scanner would be helpful in such tracking efforts. There was a brief discussion regarding various options for digitizing files as well as increasing staffing levels.

d. Police

Police Chief Kevin Warren provided the Council with information regarding his staff as well as the responsibilities of his Department. He provided the highlights of his Department, with a focus on closed/solved cases in the community. He then discussed equipment highlights in his Department, noting the Department has acquired 16 body cameras that record up to 18 hours of video, 20,000 digital photos, or 500 hours of audio and have 1080 pixel digital quality. These cameras will prove invaluable in documenting encounters between our police officers and civilians. Police Chief Warren is confident they will increase accountability of the legality of official encounters and will decrease complaints about misconduct and abuse; one way or another, the images from these cameras document a portrait of truth that cannot be denied. Chief Warren also reviewed highlights relative to service, focusing on crosswalk flags, traffic school enrollment, fingerprinting services, sex offender registrations, the safety fair, crossing guards, the VIPs volunteer program, prescription drug collection events, CERT program enhancement, and assistance with races and special events. He then reviewed the Department statistics for 2013, with a focus on calls for service for various issues. He reviewed the outlook for the Department, focusing on Lexipol (Standard Operating Procedure Manual) improvements, increasing the number of Automated External Defibrillators (AED) in the City, purchasing additional bullet-proof vests, creating a Youth Court, improving the Department's website, purchasing additional

“blowout” first aid kits (tourniquets, gauze, bandaging, chest compresses, etc.), and applying for additional grants (radars, AEDs, in-dash cameras, updating Emergency Operations Center, and grant opportunities as they arise). He then reviewed the concerns of the Department with a focus on the need to increase salaries for his employees in order to attract and retain top-quality employees. He stated it is very expensive and time consuming to train new employees only to see them leave for a different agency for more money after completing their training. He added he also has concerns regarding the condition of his building, noting it has inadequate space for evidence storage, it has asbestos, is in disrepair relative to electrical wiring, plumbing, heating and air, and building security. Mr. Kerr noted the biggest problem with the building is that it does not meet the seismic building code. Chief Warren then stated animal services and the justice court fall under the control of his Department and he provided the Council with highlights and concerns of those divisions. He concluded the North Ogden Police Department is committed to provide a safe and secure community; their aim is to provide top quality service to the public and they strive to maintain courteous and professional relations with the community they serve.

There was a brief discussion regarding potential upgrades to the Police Department building, after which Mayor Taylor thanked Chief Warren for his presentation.

e. Planning

City Planner Rob Scott reviewed the accomplishment of the Planning Department in the time that he has worked for the City, which is since January of 2014:

- Number of Applications
- Annexations (4)
- Conditional Use Permits (3)
- Rezone Map Amendments (3)
- Site Plan Reviews (4)
- Subdivisions (16)
- Variances (2)

He added he has developed an application tracking spread sheet to provide valuable information regarding any application handled by the City. He then provided the Council with an update regarding the project to update the City’s General Plan, after which he focused on the many planning components of long range planning practices for the City. He reviewed ordinances current under consideration, including: a beekeeping ordinance; home occupation garage exception ordinance; front yard setback reduction on steep slopes ordinance; and a grading and drainage standards ordinance. He then stated his Department works closely with the Planning Commission and he could not accomplish the things he has without the assistance of Stacie Cain. He stated he also relies upon staff from other Departments to provide accurate information to the Planning Commission. He noted there are some projects currently underway relative to training Planning Commissioners regarding their roles and duties. He then reviewed the needs of his Department, with a focus on the need for an application tracking software tool, funding for Planning Commission training opportunities, and general plan implementation.

Mayor Taylor inquired as to whether 16 subdivision applications is a standard number in a given year. Mr. Scott stated he would need to review historical records in order to answer that question. Mr. Kerr added that many of the subdivision applications are for minor subdivision,

including 10 or fewer lots. There was a brief discussion regarding the relation between code enforcement and planning application approvals.

f. Public Works

Public Works Director Craig Giles provided the Council with information regarding the recent highlights of his Department, with a focus on the construction of the new Public Works Facility, fleet and equipment upgrades and improvements, street maintenance projects, and water, sewer, and storm water infrastructure improvement projects. He reviewed the staffing of his Department and referencing the training opportunities available to his staff, with a focus on cross-training opportunities. He then discussed the outlook for his Department indicating he wants to continue to improve cross training opportunities, snow plowing routes, and focus on important and needed capital improvement projects for street maintenance, sewer linings, storm water infrastructure, and water infrastructure. There were brief discussions throughout Mr. Giles' presentation regarding infrastructure maintenance. There was also a discussion regarding increased snow plowing responsibilities due to increased development in the City. Mr. Giles concluded by stating the main concern in his Department relates to staffing levels; he has lost many employees that have never been replaced, though the responsibilities of the staff have only grown throughout the year. He stated many other cities pay more money for equivalent positions and it is something that needs to be addressed. The Council had a lengthy discussion regarding City-wide salary and wage concerns, with a focus on funding available to fund requested wage increases. The Council concluded they would like to have a work session meeting in November or December just to review wage issues in all Departments of the City.

g. Finance

Finance Director/Acting City Manager Bryan Steele provided the Council with information regarding the Finance Department, noting the highlights include: the hiring of new Treasurer; the refinancing of the Aquatic Center Bond; an upgrade of the City's financial software; implementation of an electronic purchase order system; and preparation and completion of the fiscal year budget and audit. He indicated the outlook for his Department includes the completion of the audit for the previous fiscal year; commencement of the budget development process including an update of the City's Capital Improvement Plan (CIP); updating impact fees; research in preparation of the creation of financial policies; and review the City's asset management data. The Council had a brief discussion regarding impact fee collection and expenditure and Council Member Bailey stated he would like for the Council to be educated regarding impact fee trends and issues in a future meeting. Mayor Taylor stated he can facilitate such a discussion.

3. DISCUSSION ON CITY COUNCIL MEETINGS FOR THE REST OF THE CALENDAR YEAR

Ms. Spendlove reviewed the regular Council meeting schedule for the remainder of the year, focusing on the holidays that fall on regular meeting nights. The Council discussed their schedule and concluded to hold a work session on November 4, 2013 at 6:30 p.m. and a business

meeting on November 18, 2014 and possibly November 25, 2014. Ms. Spendlove announced the City's Christmas party will be held December 2. The Council decided to cancel the December 23, 2014 meeting.

4. PUBLIC COMMENTS

There were no public comments.

5. CITY COUNCIL, MAYOR, AND STAFF COMMENTS

Council Member Urry stated he was very impressed by the presentations from the Department Heads. Council Member Satterthwaite echoed Council Member Urry's comments.

6. ADJOURNMENT

Council Member Bailey motioned to adjourn, Council Member Stoker seconded the motion.

Voting on the motion:

Council Member Bailey	aye
Council Member Satterthwaite	aye
Council Member Stoker	aye
Council Member Urry	aye

The motion passed unanimously.

The meeting adjourned at 11:05 p.m.

Brent Taylor, Mayor

S. Annette Spendlove, MMC
City Recorder

Date Approved