

SPECIAL COUNCIL WORK MINUTES
FEBRUARY 8, 2016

The City Council held a meeting on Wednesday, February 8, 2016, at 1:00 p.m., in the Council Chambers, 10 North Main Street, Cedar City, Utah.

MEMBERS PRESENT: Mayor Maile Wilson; Councilmembers: Ron Adams; Paul Cozzens; Terri Hartley; Craig Isom; Fred Rowley.

STAFF PRESENT: City Manager Rick Holman; City Attorney Paul Bittmenn; City Engineer Kit Wareham; City Recorder, Renon Savage; Finance Director Jason Norris; Fire Marshal Mike Shurtz; Economic Development Director Danny Stewart; Events Coordinator Bryan Dangerfield; Aquatic Facility Manager Chris Hudson; Sports & Recreation Manager Jennifer Weaver; Cross Hollow Events Manager Larry Olds; Director of Golf Operations Jared Barnes; Parks & Outdoor Facilities Division Head Austin Bingham; Leisure Services Executive Assistant Ruth Sessions; Library Director Steve Decker; Heritage Center/Festival Hall Manager Jason Clark; Police Chief Robert D. Allinson; Police Lieutenant Keith Millett; Police Lieutenant Darin Adams; Public Works Director Ryan Marshall; Airport Manager Jeremy Valgardson; Fleet Maintenance Manager Corey Childs; Street/Solid Waste/Storm Drain Superintendent Jeff Hunter; Water Superintendent Robbie Mitchell; Wastewater Superintendent Darrell Olmsted.

OTHERS PRESENT: Bree Burkitt.

DEPARTMENT/DIVISION PRIORITIES/GOALS: Mayor - each department gets to give priority and goals before the budget season starts. This should be in line with the strategic plan.

Administration: Rick – we appreciate the Council doing this, we want to follow up with the strategic plan and look at big picture items that we can consider in the budget process and the future. I want to propose 3 items.

1. In August, 2014 after a year of having reduced impact fees by 15% the City Council discussed an ordinance that would retain for 2 years. This fiscal year, November 2016 that ordinance will sunset. We as staff will propose to do an impact fee review leading up to the November date. We would like to review the impact fee balances that the city maintains, review capital facilities plan and components and associated costs adopted 3 years ago.
2. Parks & Recreation and Trails master plan update. The last was completed in 1999. We have had discussions about certain facilities and feel it is important to have this updated to review community leisure services trends, current assets and future facilities, City, SUU, School District and Private. Future growth pattern to determine where additional facilities could/should be located and financing options. We contacted a consultant from the 1999 plan and received a scope of work to see what would be included. We have identified items staff could take a larger roll in. They proposed ballpark figure \$25,000 to update the plan. We will

- propose that in the budget and if looks like the Council would consider we will get serious with the consultant to nail that down. Cozzens – I think we can do these ourselves. What can't they tell us? Rick – if we had a Leisure Services Director some of that could be done, but without that I don't have the time and Leisure Service Division does not have a lot of time either. We can look and do some of the process.
3. We will review the legislative session, the Transportation funding passed last year had a sales tax increase, counties put that on the ballot, the transit portion was more than we felt comfortable being funded so we held off on asking the county to consider. HB 183 will modify that so a lesser amount would go to transit and the remaining be divided between the City and County. We have a real need for our transportation maintenance and this would provide some needs in roads, sidewalks and handicapped access. We would like to work with the County to get this on the ballot this fall.

Economic Development/Events: Danny Stewart – I will split between Economic Development and Events and Bryan will address events. As we look at the mission and Strategic plan for Economic Development you can see how we direct our planning. The budget we have had this current year has been good, we are having adjustments with the Events being in this department. We will be working on a few things. One item that we work on year to year is having updated data for companies and site collectors, it is critical to have a workforce study updated. We need to find the best company to do that. We will try and work it in the current budget. Rowley – 30% of our population can write and read? Danny – the site selectors are really site eliminators, we get eliminated a lot because of our small population. Marketing the quality of our workforce is very important and we need an outside source to do that and show we are young and educated. We also need an updated transportation study, look at different types of trucking and determine the costs for the different and we are compared with the other communities that we compete with. To have that data updated especially with reduced fuel costs are important. Other budget issues addressed outside department responsibilities, some things we want to look at is the billboard on the north end of town; the south end should be done quickly. As we have been working on the sign ordinance, we have looked for assistance, one looked at the City Code and found a number of things outdated, their estimate was \$8,000 - \$12,000 to bring in compliance and searchable and make more sense. The Main Street trees are interesting, with different departments. We need coordination with lighting, trimming and replacement of trees so it is done correctly. I need to coordinate with Austin and all involved in that project. The final is branding and sign upgrades. We did a style guide a few years ago; I would like to bring some signs up to the style guide, mainly the one at the bottom of the canyon. We have the Festival Hall signs and they were included and also the decals on the vehicles that are the old vehicles. Rowley – the City Hall sign needs a new coat of paint. Danny – we could probably fit those in the dollar amount.

Bryan Dangerfield – I was asked when hired to compile a report on why we have an Event Coordinator. I took the Strategic Plan, encourage economic growth, enhance citizens quality of life, financial and community engagement. I have taken the

experience I have had over the past years and broke it down in different categories. It is to create Economic Development. We need plans, policies and procedures to get maximum Economic Development and branding opportunities. In talking with Jason, we talked the money for events comes from TRT, the money is reinvested to increase each year. We will get approximately \$20,000 more in TRT this year. 50% goes in to a portion, 40% to another and 10% reserve. The 50% is for event support; 40% marketing & recruitment. With Tour of Utah the \$20,000 is absorbed in the TRT money. We want to focus on the events that generate room nights, new eyes into town. We did something out of the norm a Tech Up to combine Economic Development with Events, we branded Cedar City with an event that is high tech, it doesn't have to be around sporting events. We will look at other events. We don't want to duplicate the Tourism, Chamber or what Leisure Services already does. The branding opportunities with Tech Up Event is something that can be seen around the world. When events come we want to take advantage of branding opportunities. We want to showcase Cedar City outdoors activities. Rowley – has anybody take up the slack on Groovacious? Bryan – we are talking with them to see what can be done. Fire Road is the same day.

Engineering: Kit – our big thing is to make sure we have projects properly inspected. For the past several years we have asked for an inspector between us and the Street Department. Things are growing fast; in 2010 we had 18 single family permits, last year 145 so that has increased. We have major capital projects; we have \$6 million this year including Coal Creek Road, Cross Hollow, Well design, etc. We have to design, bid and inspect and it is hard to cover all three, what ends up being sacrificed is the inspection on the job. We are proposing with Engineering/Building and Street a combined inspector to help us out. Streets do inspections on road break permits to make sure road closures are installed correctly. Also involved with building inspections on 4-way inspections sidewalks and the road is properly installed. For Engineering he would cover capital projects. Rowley – are qualifications the same? Kit – no, they need some building; we want residential certification with building department, engineering and roads. We would have to schedule that out. We don't know what capital projects we will get into next year, hopefully some major that will be funded by City or other, south outfall line project to eliminate lift stations for sewer and subdivisions, PUD's commercial buildings. There is a master planned outfall line on the west side of the valley from the Plant to 1600 north now, we want to go from 1600 North to Center Street east of Cedar Meadows Subdivision and we can eliminate all but one lift station. We will have two eliminated in the Airport. We have 5 or 6 now. We have back-up motors and generators on them now, but they take a lot of upkeep and maintenance.

Building Inspection: Drew Jackson – We are busy, FY 15-16 we have went over our projections. We are trying to be as efficient as we can. I have heard terms like bottle necking. There is room for improvement, but we are getting incomplete submittal packages. The electronic permit tracking system will be helpful. We have a budgeted amount and the system that looks the best for us is cloud base, (Santa Clara City and Washington County are both using this system) upon issuance we get a reference for electronic request. When an inspection is done the inspection results are sent from the field. Permit tracking is efficient. Monthly and quarterly reports are efficient and it is

interactive with other departments. It will help if multiple departments need to sign off on a permit. The cloud based annual user fee was not considered before, it is \$6,500. If we go with iPad it is approximately \$40 per month per device per user. The challenge is the fiscal year. Administrative Assistant Permit Tech, we benefit beyond our 28 hours per week. Kit mentioned the pool inspector that would be very beneficial. In the new code we will have additional energy code; it would be something that I would consider that person having. Cozzens – there are expenses not projected, user fees, I think we should weigh that heavily with the amount you are bring in. Drew – the server base is \$5,000 and I think the in the field is huge for the dollar amount. Adams – does the fee remain the same? Drew – we don't know. Rowley – do the building permit fees cover the costs of the inspectors cost? Does it not cover the salary? Rick – it could, but 6 years ago we had an additional inspector and the economy went sour so we laid an inspector and clerical person off. We want to anticipate that it will continue, but we need to be cautions. Mayor – I would like to see you get the software and during the budget we can budget for the annual fees. The sooner we get it up and running the better. The Council agreed.

Finance: Jason Norris – the main issue in the finance group is we need to decide with utility billing, funded by the enterprise funds, Kristin is a one person staff to handle all that, Coty takes funds for enterprise and the City in general. At what point do we need to add some part time hourly to be backup in utility billing. We don't have redundancy in the finance division. If Kristin left or was out the others would have to do her work. We would like to add hourly position. Cozzens – are they cross-trained? Jason – most are cross trained, but for an extended period of time it would be hard. Rowley – so it would be a roving person? Jason – we would have them up front at the computer station. They would help with taking payments. People want their utility bills done faster, but we have one person doing that, she is fast and efficient, but she is only one.

Fire: Mike Shurtz, Fire Marshal – The Chief is in Salt Lake at the Legislative Luncheon. We have identified 4 issues.

1. Improve margins for ISO rating for 2017 that is the 3-5 year cycle they operate on. And continue forward with policy changes in reduction of response times. We need to decide if we are comfortable with a class 4 rating; last time we were at the bottom of the class 4 rating, we want to push the margin to the top of the class 4 or to the class 3 rating. Future fire station property and look at fire personnel.
2. Recruitment and retention of staff, volunteer and full time. It takes about 5 years to get someone fully trained and we put a lot of money into that training. We want to look at ways to keep volunteers and full-time. The accident insurance, career ladders to advance people through the ranks and safety equipment and uniforms.
3. Engage the MOU with the State of Utah, Firs suppression stuff we do off district to fight fires outside our response area. Rowley – is that outgoing budget item, would it cost money to put together? Mike – the intent is to not have it influence the budget one way or another. We had a feasibility study done and hope to work

on a business plan. Mayor – making sure this is the direction we want to continue on. Where Washington State was the first time we had really done this so we want to see if it is a direction we want to pursue. Isom – from Joe Baker’s presentation, it is feasible. Rowley – and gives us valuable experience.

4. The catastrophic wildfire policy, there is a lot of information and opportunity. We can use local crews on fires that are state and federal. Also is the presumptive cancer legislation in 2015 they identified 4-5 cancers presumptive to fire fighters. We are looking at that, it is not a high dollar item today. We are looking to implement some recommendations to be better at cleaning and decontaminating our equipment and replacement of equipment.

Mayor – there is one other. We have agreements with the County for Fire Department to provide services. We will be reviewing and revising those agreements to see how the legislative issues will affect the dollar amount. Isom – I am curious with the ISO ratings. Rick – we could set down with local casualty insurance people to see what the rating has. Isom – If we can pass savings on to the community it is a win/win. Rick – if you are adding stations and equipment it is significant capital commitment so we need to decide both sides.

Legal: Paul Bittmenn – the Legal Department houses legal, recorder office, business licensing, human resources and risk management. I want to focus on prosecution. The Court system has moved from filing cases by hand, all has to be e-filed. By January 2017 all Justice Courts will have to do that. It has not been funded, nor have they told anyone how to fund it, but to date to patch into it, it shifted a lot back to the lawyers office that the Court used to do. We enter data in 2 systems. There is a move to try and get some case management software at the State level that the local municipalities can buy into that is an item we will look at this year. You have to buy the software, the set it up and then pay the user fees. The up-front cost is large and then the user fee will change from time to time. The Utah Prosecution Council is trying to use economy of scale to get the cost down. It does make things more efficient. Rowley – any ball park figure? Paul – Utah County and Salt Lake is converting and it is high, but they have a lot of users. Administration has proposed with computer issues we have city wide is the two processes may be able to join up. The more software the more IT stuff we get the more complicated the IT gets. At some point we will need inside help with IT. I see more and more systems getting automated and the ability to contract out will get larger. Cozzens – where are we with voice over IP? Rick – Trevor has done a lot of work in investigating the updated technology for voice over IP. He is putting together an RFP, we think we should be able to do a significant upgrade, slight decrease in annual cost and enhance our ability to do more. Paul is right, our current contract IT services was great 10 years ago, but what we are moving to we may have to evaluate our scope of work and do an RFP to see if there are more that want to jump in or hire staff.

Library: Steve Decker, Director of Library – we are probably in the most exciting and dynamic time, with technology and programming. Technology is now available and we have added hourly staff. We are in the process of tagging all of our materials that will help with self-checkout and inventory, it takes about a year to inventory now, and with

the new system it will take about a day. It will also produce more security. Our programming is expanding, it is exciting. We are meeting with a monthly basis with Sherratt Library at SUU and going through ideas to do together. We are applying for the Big Read and the application is with Cedar City, Washington County, SUU, Parowan and Dixie State Library. We are moving more in the digital age, we need to be careful. Our door count continues to increase, checkout continues to increase. We had a goal for 20% of collection in e-materials for next year, we are already there. But our circulation is way under that.

We need paint and carpet for facilities. We need a refurbish of restrooms; they are 13 years old but look 35 years old. We need to replace countertops, and tear our tile and put sheet rock so we can patch and paint, or more durable surface. The tile has a lot of graffiti scratched into it.

We have several involvements state wide. I have been asked to teach the State Uplift class. We will present at the Utah State Library. For two years we have done a passport program for people to come in and speak. They are very interesting and well done, but we don't have a lot of participating. We are going to do passport 2.0 and do You Tube videos and keep the 4-6 minutes. Each of the videos is a program and each view is an attendee. Rowley – you mentioned carpet, where? Steve – classroom and some of the administrative area and study room. Rowley – Passport 2.0 is exciting, they have done wonderful programs and if we can get these so the entire world can look at it will help Cedar City worldwide.

Aquatic Center: Chris Hudson – I have been here just over 2 years, addressing challenges given by the previous council. The main things we have are the room and space constraints. The direction is we want to reduce subsidy. Currently we have 2 multi-purpose rooms; we had 3 but moved the weight room into one. We make money with programing; it is the most amount of revenue for the least overhead. The more we can program, the better. There are some options in redoing some space. We had a fitness center that overlooked the pool, it was not done right. If we can wall that space in we can grow the fitness center and have the additional room. We had a maintenance person come and the warranty was void because of the rust caused by the humidity. We are starting to see more usage, but we are lacking in the equipment we can provide. There would need to have climate control if it was walled in. We have talked a little bit this, but I don't have pricing. We can target people that don't swim. Rowley – you can't use the upstairs for multi-purpose room? Chris – you could, but it is noisy. Cozzens – why are we competing with private companies? Chris – we don't compete, but give people an option. But it depends on your mission and goal. Rowley – I can see someone wanting to swim 3 days and exercise 2 days that is what I see. Chris – the Mayor in Richfield has contacted me, they want to build a facility like ours. Typically the gyms in town did not reduce. Cozzens – if you build walls, how do you control the humidity, I think that would be difficult? Chris – you build walls to the ceiling and put in central air. Rowley – once we decide on the skating rink, do we have plans for chiller heat into the building? Chris – Trevor has been working on that, but I don't have any information yet. I have also looked at redoing the lobby to add another multipurpose room. Rowley – would

you benefit by moving curtains to add more room? Chris – I don't know, I think with dance classes that would be too small. Rowley – a basketball court wouldn't make a return, but what about more multipurpose rooms where the rink is? Chris – we could or have a basketball court with curtains to divide out. Where we have the outdoor courts that is an area we could add on to and go into the parking lot. We have options without making too many waives. We built the center and had grand dreams and cuts happened, but there are opportunities to put minimal into and get maximum revenue, a pool is not that. We are at our critical mass, I manage the programming and training, I don't have a lot of support staff. I would love to see the future and what staffing do we need to expand programming and what we do to maximize our return. I have had 5 swim lesson coordinators since I got here. We need to look at full-time positions and I can expand what we do. Are we a service or an amenity, what are we doing. Are we running it as a business, if so we need to change? Cozzens – I would like to see reports from prior to the ice rink and after the rink. We have driven so many people up there with the ice rink, I think it has helped. Chris – I will get a report to Rick. Hartley – what is the peak time? Chris – 4:00 or 4:30 to 7:30 p.m. Another semi-peak is early morning for adult fitness classes. We have someone that rents the space 5 days a week. Isom – is there pricing for off-peak times? Chris – no, our program does not do that. Isom – you have the asset setting there, some use is better than no use. Chris – Silver Sneakers is a program, they walk in and swipe and silver sneakers pays it, but we would have to hire a part-time person to do that. Right now we close the pools during that time. We cut back the pool hours and have saved \$15,000 in labor. Cozzens – how is the relationship with ice rink and the concessions? Chris – I think the relationship has been good. We are trying to sort things out, the meter has been better. Cozzens – how does it compare to what they paid? Chris – they are paying less. We have a flat rate for gas/utilities. It has been good; we have had talks on how to streamline. On the concessions, they were going to run their own, but they have not done it yet.

Sports & Recreation: Jennifer Weaver – just completed my first year. I have coasted through the year and formed some opinions on direction. I have four points,

1. Indoor gym space. I started women's volleyball. The first 6 nights the school called to say you can't use the gym, so I end up calling gyms, coaches and teams, it becomes quite an event. I added adult basketball program, as I looked at facilities Cedar Middle School could accommodate if we started at 5:30 p.m. We worked around and had an adult women's basketball league as well. I have a game at 5:30 p.m. but I am struggling to get officials. The school shuts down at 8:30 p.m. so we are limited on time. Rowley – because it costs them too much? Jen – it is custodial staff timeline. The adult women's volleyball, I reserved 2 weeks early, but got a call that said sorry you can't use it the first 2 months. Boarder league is getting so popular so they need more gym space. I turned away adult volley ball leagues. I will go to Cedar Middle School 1 week, Canyon View Middle School and Canyon View High School, etc. Our youth volleyball grew. I am creating my own problem; we have 2 nights of games 5 nights of practice. I want to provide recreation for the City. I am here to plead; I know the costs of mac are \$4 million. Southern Utah Sports Gym did it for a million; we need to

- relook at the plans. I know the rink is great, but we need to look at a gym. I would like to look at our possibilities, we will not get a gym this year, but I use 8 gyms for youth basketball and one is the Sports Academy, it is an issue. What is the Aquatic Center for, what do we need to do for our community.
2. Lights on the two fields at the Hills, there are only 2 lighted fields. I got into a bind almost last year. From beginning of spring sports to the end of August the fields are used a ton. I played the youth games at 8:30 p.m. at Bicentennial Park. I will reduce the times of games to accommodate the fields. Help would with the adult men's programs, we had 6:30 and 7:30 games and the 7:30 had to be cancelled because of the light. I increased 200 kids with t-ball last year.
 3. Dirt at Fields at the Hills. A concern I have is the fields at the Hills dirt. I think it should be replaced, it does not drain, a lot of standing water. I am talking as sports and recreation coordinator and as a parent. There are injuries off that field, it is a concern. Sometimes the league doesn't know how to come to the City Council to express their concerns. I don't know what the issues, but when I got dirt samples from the other fields, this looks a lot different. Seeing them play on it to the outcome it is a lot different.
 4. Tournament- call me if you want to know about #4. We are talking about a future planning.

Cross Hollow Events: Larry Olds – the indoor arena has a timed event, there won't be parking if you build a larger arena. We need heat and bleachers if you want to run winter events. I was going to bid on High School rodeo, but couldn't because of the stalls. It would be 400 stalls. Rowley – you have home many stalls? Larry – I can put 150 with panels, but you would need at least 400. There is no parking so I don't know what you will do. It is a half done facility. We are scraping to get events. To be competitive we will have to put some of this stuff in, but you need to look at it. They are looking at a subdivision on the SW corner and we will have a road. Rick – the Armburst property may have multi-family residential on the south west corner and we will have to put ½ the road in. Larry – we are not getting our share of the pie when they are bringing \$30,000-\$40,000 in for an event and we are getting \$300. I know I can get more money than we are getting, but then you run into being consistent. Rowley – base rate plus some of the gate. We lost our concessionaire; we will have to look for another one. There is no money in it. We may have to hire someone to run it like they do at the Aquatic Center. I think I will lose my part-time person this year. It will take a year to train someone. We need to look at someone to replace him and me. If I lose Nate I don't know if I can handle it myself this summer. The hours are terrible, every weekend in the summer; it is not a good set-up. I don't know how you will hire someone to do that position.

Golf Course: Jared Barnes, Director of Golf Operations – I put together a list of projects completed in the past 2 years. My first winter we remodeled the club house interior. The prairie dog fence and irradiation has made a huge improvement in the Course. We were able to get RAP Tax money to redo landscaping and made the front door look a lot better. After 23 years in the location we got a sign on Main Street. We received RAP money for a pavilion to increase to the east for larger groups. Thank you to the Council, Mayor, Rick and staff support. May through October rates for two years increased from

\$412,219 in 2013, to \$426,794 in 2014 to \$454,105 in 2015. Irrigation is the last project, we have huge needs, the front 9 system is over 50 years old, Steve spends all his time on that, and it is just fixing and repairing. Last year we got \$180,000 to work on phase I for a master plan and new central control system and redo the front 9 greens. They GPS the entire golf course, we are in the top 5 worst irrigation systems he has ever seen. We want to build a pond between 1, 8 and 9 and we can pump into the pond and use it for irrigation. Phase I is about complete. They are coming on the 15th and 16th to program everything and get it wired up. As a result there are a few scrap pieces and parts, around \$7,000 worth and we have had interest, so we are asking to surplus that. It will help finish the front 9 greens, when priced we were doing trenching and PVC pipe, there is pipe out now that is HDPE, flexible black pipe that does not cut and glue. They can do it in about 3 days, they can cut and pull, so we are hopeful that it is allowed to offset the cost to cover that. On the revenue side I look at 3 days compared to all month with trenches and a mess. If we are allowed to continue forward, Phase 2 would upgrade the irrigation pumps so the pumps communicate with the new central irrigation system. Also, we would like to put in a weather station in to help with water conservation. Phase 3 is the addition of an irrigation pond and pump station and phase 4 replacing all the stuff underground. There is about 200 more heads that we currently have, but saving 25-30% in water. There will always be equipment needs, we get complaints about bunkers. Personnel, our current is myself and golf shop manager, when he retires I want to change to assistant golf professional. Steve could use an assistant superintendent, at some point it was made to not rehire but add hourly people. You need technical skills and not mowers. We are significantly behind in part time wages at the Golf Course. I can do some minimum wage jobs, but an adult over 21 standing behind the counter taking money and interacting with the public is hard to find, weekends, holidays, Sundays, I am hoping that can be addressed.

Parks & Outdoor Facilities: Austin Bingham – the first is the master plan, the 1999 P&R master plan is way outdated, it will now be a Leisure Service Master Plan, it think that is important. The ball fields from February through October they are busy. High School, Little League and men's leagues continue to grow; it is difficult for a maintenance standpoint. The Fields at the Hills, I noticed problems, there are 3 issues, the wind, blows the mix onto the cement, it is time consuming to clean it off. Second is water restrictions, you can't keep the wet and worked, when the wind blows they are hard as a rock, if we could water during the day we could keep them wet we wouldn't have the problem. I asked Jen to give us time to work on the fields. We had a tournament in August that got rained out, but we got the fields worked and they completed the tournament on Saturday. Rowley – what about trees? Austin – you could, but you would need a lot of fill because of the slope. We did a soil analysis and the mix is good, you need to keep the dirt wet or it goes hard. Our irrigation systems are outdated, there was RAP Tax money last year, but it is more than controllers, they are clay and metal pipe. Water conservation is a huge part, but come with areas to reduce landscaping. You take out areas with water they are harder to maintain. Third is the facility upgrade and maintenance, they are old and need repair. The RAP will help with maintenance issues. The shop for Parks and Cemetery, the shop is ½ the size of this building, no heat, equipment left out in the weather. We have outgrown what we have. After the fire, the

shop is more functional than it was. We did all the repairs in house and saved about \$7,000.

Other future needs, Park Discovery, it is old and made of wood, maintenance nightmare, nails, splintered wood. Bicentennial Park, restrooms are very old, building needs a facelift. Skate park is made of wood and time consuming to keep it running. Rowley – is Park Discovery made of plastic? Austin – not much, several communities have done complete overhauls of those parks. Rowley – if we have things to add do we do it under our time? Austin – we have been looking at options for columbarium, looking at \$130 per spot and cost of internment which is about \$120. Rowley – I think it is the wave of the future and enhance our revenues without a big expense. Rowley – I thought the new visitor center is part of this budget? Austin – Engineering is hoping to bid in March. We are pushing about 120 cremations last year.

Adams – I think the infrastructure is in at the fields at the hills, all we would have to do is pull numbers. I would like to see what it would cost to put lights in.

Heritage Center: Jason Clark – Material upgrade at Festival Hall, mainly the carpet in the stairwell and main hall. The County is disposed to split the cost. The commission would like the City to contribute half. Rowley – what about changing to tile instead of carpet. We could use a rubbery product; the only factor is because of the nature we would need to have it esthetically pleasing, not industrial. Mayor – would that increase noise? Yes, but there are products less noisy than others. The building is a joint custody situation; I will bring that up with the commissioners.

Administrative support, we are using personal computers and we have different software programs for booking, communication, etc. We would like to address this, budget constraints have prevented that. We have to put the same material in several times. Current standard in industry it to have a unified program, costs calculated and invoices kicked out. There is an upfront cost, but it will increase sufficiency and decrease errors.

For a number of years we have been growing the use, we have it the Heritage Theatre side and Festival Side. We had 248 events on Theatre side, maximum for this community; over half are performances or rehearsals. The local community groups are performing the maximum they want to, they want larger audiences. 382 on Festival Hall, it can continue to grow. We are similar to other structures; fee structure does not support operation. We are in a give and take situation; we have outgrown our part-time budget. With so many events it takes increased staffing. There is a meeting tomorrow for HR issues, we don't have a figure, but we look to increase. Cozzens – you have almost doubled in the past six years. Jason – we look at what we think we will grow, we are constantly playing catch-up. We do see a flattening out, we don't think Heritage side will increase as rapidly or Festival Hall, but we want labor needs versus rental demands.

Our fee structure has not kept pace with inflation of comparable facilities, we are the cheapest in the community. We are fulfilling our mission by providing space, but we need to reexamine to see if we are giving too good of a deal. We need to bring them

more in balance. Our basic challenge is Sunday-Thursday for non-profit, currently they receive a 50% discount, we are looking to reduce the discount, 10-15% discount, that would be a \$15 to \$20 increase on Festival Hall and \$25-\$50 on Heritage Center. Average cost in Festival Hall \$100 so add \$15 to that Sun – Thursday. Theatre \$250 adding \$25 - \$50 to that cost for each time they are using is nominal. The biggest challenge is increasing attendance. Cozzens – on the east staircase the concrete has shifted, can we lift the carpet and fix it. Jason – it is possible, the ridge is wearing a little more, I will investigate that. Rowley – the trip factor is more of a concern. Isom – the mix in the total revenues for Heritage and Festival Hall. How many are Sunday through Thursday versus the weekend. Jason – I can prepare that. The local non-profit heavily use Sunday through Thursday. Friday and Saturday use is a 10% premium rate. It is not exclusive. Utah Symphony and Orchestra of Southern Utah, is not exclusive, but most non-profits use it Sunday through Thursday.

Rick – I appreciate Jason looking at the fee schedule. We talked about RAP Tax for maintenance. With revenue 30% it is a good time to look at the fee schedule.

Police/Animal Control: Chief Allinson – 800 MHz Radios, in the 70's they were using VHF bands and have become more congested. They have private vendors and individuals. In 1997 the Utah State Legislature formed a board to implement the 800 MHz radio. The Olympics came along and they were able to get funding through that and it is the direction radios are going. Rural Utah still has VHF frequencies. We will have to jump on board; they have it in Washington County. The radios are \$2,500 to \$3000 each; we will need a minimum of 40 which is \$120,000 in the next few years. We have problems where officers cannot get out on their radios, it is better coverage and penetrates buildings better. There is also a monthly user fee, State is looking to fund that and take the user fees away. We are also looking at funding to reduce the costs. We have a meeting with Five County to see if we can get money from them.

Salary is a big thing. It takes about \$40,000 to replace an officer; we are in a hiring process we started last June. The real value is the knowledge they have. We are having trouble finding officers; the hiring pool is not what it used to be. Last 15 months we have hired 8 officers, half the patrol with little experience and the seasoned officers are leaving. Rowley – the people are coming out of POST. Chief - 13 of last 15 officers had 4 year degrees, 6 of them were bilingual. The challenge is bringing the seasoned officers in range, the City has done an excellent service to bring the employees up, but we have a group below the midrange. I have one officer above mid-point and he has been here 20 years. I have corporals 20 years not midrange and Lieutenants below midrange.

College Educated. An educated officer is move valuable to the community. There is controversy about this; I believe you are a much better officer if you are educated. We get less complaints and less internal affairs problems. I have done research for college educated officers; they range between 3% associates to 5% bachelors and 9% for masters. I would like 3% for 5% and 7% for masters.

Bilingual officers, there are areas we need Spanish speaking community. They feel they can be heard better and can police better. The officers leaving that are not supervisors. The specialty positions, we have numerous areas, SWAT, K-9 and DARE. Etc. We ask them to take on additional without any incentive. We asked for Police Officer 3 position, I would like the City to look at the value of the officers, they all wait to be promoted to corporal and it doesn't come around very often. There are hours to maintain certification.

Animal Shelter – Lt. Millett – our current shelter was built 50 years ago as a cold storage unit, put a roof on it and made it our shelter. We have room for 21 dogs and 30 cats at the shelter, when someone comes to adopt it is difficult to get them in there to look. We have 143 square feet for the cats; we converted a bathroom for feral cats. State Legislature in 2011 changed the law where we have to keep animals 5 days before adoption or euthanasia. Sometimes we are really overcrowded. The office portion of the shelter was built about 16 or 17 years ago, it is still nice, but the staff has to leave the office to go to the shelter portion or if they are cleaning or transporting an animal they have to keep the office locked. They do the best they can. A few years ago I went and visited shelters and came up with a plan for a new shelter with a waiting room office area and office area and cat area with windows so they can look at them and view them. There is a garage area for vehicles and deep freeze and laundry area. We don't have a way to quarantine animals that are sick, the proposed building has that area. In the euthanasia area you can store drugs, keep food and bathe and wash animals, there is also an area they can go outside. Rowley – what land, the old treatment plant? Rick – yes. Rowley – Paul and I drove by the Animal Shelter the other day, I have been in there and there is no room, we need to get that taken care of. Millett – there is a break room and shower facility in the proposed shelter also. Our current shelter has maintenance issues, it needs a new roof, it is leaking and getting into the light fixtures, bids are \$3,000 - \$5,000 to fix it and it also has plumbing issues. Cozzens – I the proposed building block? Millett – yes, but it could be partially block and metal. Over the kennels will have a separate ventilation system to keep smells to a minimum. To clean the kennels there is a trench in the middle of the kennels, you can move the animal from one kennel to another, spray the kennel to a ditch and then into the sewer system.

Lt. Adams – we recognize the need for IT personnel. Mountain West has done that. We have 30 in car computers and 20 in the office; they are used to dispatch, to do reports. Officer Holm, Code Enforcement has done a lot of this. We have computer forensics to help. Implementation of body cameras, voice over IP, we see a lot of impact for us to be used. Cozzens – could it be shared with the other city people?

Adams – I think so, but when we call Mountain West it can be a few hours to a few days. Cozzens – what do we spend a year for Mountain West? Rick – less than \$30,000 a year. Adams – a 3D scanner, enhanced evidence, we can go to a scene and scan an entire area in an hour where it took as up to 6 hours before and be brought back and do it to finite detail. We will see if we can get grant funding for one of these and work with Chief Phillips to be able to share one.

Public Works: Ryan Marshall – we came up with a few issues with each division. As Public Works we cover several divisions. The Everbridge system, reverse 911 system, the work order system to schedule our jobs and street lights our yard access and expansion.

Everbridge System Reverse 911 – we have not really rolled it out in Public Works. I think it is a good system and can notify public, but we don't want to overload the system. We want to define how we notify citizens, and what to use to notify. We have had water breaks where we had people without water, it would be something we could notify areas. Rowley – paving days. Cozzens – you can target certain areas? Ryan - Yes, and you can narrow down who you send to. Cozzens – if we abuse people will bail out. Ryan – we will look at training.

Work Order System – Kathy handled 1700 work orders to issue, track and close out. The system is old and not user friendly. This is the only system and all departments issue systems through Public Works. This also keeps a documented history of what we have done. We want to look at a new work order system, it may work into the new IT rollout and we may be able to use that. We need to update to handle the volume.

Street Lights – we have over 1500 street lights we maintain and service. It is very labor intensive; I go out with a contractor at nights and get numbers off poles. We will look at a system. We collect calls and send it to the contractor. There is a mobilization fee, so they want about 20 before they go out. We have a \$45,000 budget to maintain street lights; we also have the issue of street lights on south of Main we hope to address that issue.

Yard access for future expansion – most of you had a chance to come down and see what we do. The building is old and has been pieced together. In maintenance bays we have a low roof so mechanics cannot get under vehicles. Vehicles are getting larger and building is getting older. When I came here the rear was dirt. We have tried to pave a little each year. Long term we need to know how to maintain the area. There is possible property acquisitions around us that we need to start thinking about.

Airport: our Airport is a 139 Airport. We have essential air service with SkyWest, FAA contracts with them. We have over 10,000 enplanements which qualifies us for the \$1 million in federal funding. Issues we want to bring up are maintenance of the current airport infrastructure, Airport improvement program, the agreement with the FAA and the funding concerns.

Jeremy Valgardson, Airport Manager – you know about the issues as I come to Council. We get the million entitlement, the FAA doesn't like the maintenance plan based on the \$1 million. We get runway extension, the next five years the entitlement will go toward that extension. We will have to come up with money from the State or City to maintain that. The State doesn't like to give us money when we get from the FAA. We have snow removal, we will do the paint and then the runway extension. Rowley – a while back we talked about customer parking and working with ULA for help and then they made a

lease with someone else, can that be a conversation with them. Jeremy – I had a meeting with them last week; they are planning to cut the fleet in half. Rick – can you explain why the main runway extension, what it will do for use.

Jeremy – the BLM is a big contributor, they are moving to a jet fleet. If they come into Cedar City, they are at 100% capacity and they can only take off with 80% capacity in Cedar City. I had a conversation with the BLM and the guy that decides which to close. Cedar City is their 2nd busiest Airport. As SkyWest moves to 70 seat Aircraft, they need a larger runway. We have two Gulf Streams setting on your runway today. Cozzens – does the BLM help us pay for that? Jeremy – they are both federal agencies, do we need BLM money. The FAA says if you can justify other users then the FAA will fund it 95% and we come up with the 5%, I asked if the BLM money could be used, I got a yes and a no.

Fleet: Ryan – the fleet takes over 280 vehicles at the shop. They are quite busy. They also have a parts room that has about \$400,000 per year. A few issues the building to meet current needs, we have a building in the back of the parking lot the shell was built with Federal money, it is a perfect place to expand back there. We want to utilize the resources we have. The other thing, we have talked about a vehicle replacement plan, Corey has done an excellent job. It is overwhelming to look at the cost, but I think we can come up with a plan that will help us save money in the future. The other issue is centralization of maintenance and purchasing. Corey has been working to get as much of the maintenance in house, the Treatment Plant doesn't come in, but we still want it in the system. We want to make sure we have the documentation to have controls on our fleet.

Corey Childs – we would like to continue to work on the replacement plan and know years in advance when equipment will be replaced. This will also help finance budget.

Streets, Solid Waste, Storm Drain: Ryan – Jeff has quite a task ahead of him, 153 miles of roadway, 50 miles of storm drain, 8.8 miles of irrigation 13 retention basins and 7800 trash cans. There are 4 issues, road failure maintenance, as we build new infrastructure plan maintenance; department separation; vehicle maintenance replacement plan with his larger equipment; solid waste growth and future with recycling issues.

Jeff Hunter – yearly maintenance, chip seal we do 4.5 million square feet every year, we are struggling with the budget to maintain the 4.5. There are roads we are behind on, so I will ask to raise that this year so we can catch back up. Each year in the 7 year cycle, there are a few roads failing miserably. There are concerns I have had since I came, Foothill Drive, behind the ball fields, roads are collapsing, northeast of Highland drive. 820 South, 110 West 75 East, that area, buildings are settling, the road is an issue, it has also affected the water line, when they fail the road fails. In 2010 we were cut an employee out of the Street Department he was doing concrete and in the winter doing snow removal, etc. You will see that with the budget year. We were getting by with part-timers but it is hard to get part-timers with CDL and Obama Care caused problems with part-timers. Our storm drain individual is helping in the streets 60 – 70 percent of the time. I would like to keep that individual on storm drain; there is enough work with

that. Also, the street excavator is used in storm drain; I would like to get an excavator assigned to storm drain. Replace/vehicle maintenance. Corey does an excellent job. We have 2 old dump trucks and then we can get on a cycle. We have two garbage trucks, we replace every other year and it is a huge benefit, we don't have break downs. Can replacements, the older cans we have had for years are failing, they have been in town 20 years plus, we are having to build budget to get more cans to replace them. Rowley – I think the closer is crushing them, we need uniform cans. Jeff – the can you have is probably 3-4 years old and we got a batch that was not good cans. We stayed with a new company and we have only had about 3 failures. We had several companies send us a can and we did our own test in the parking lot and we found one that worked the best. Cozzens – do we replace those? Yes, if it is wear. Jeff – the binnies, two days a week we are cleaning around the binnies, they are turning into a junk yard. Smiths and Home Depot have both called with complaints. We either get into it full time or get rid of it. Cozzens – it does not add up for the smaller cities. Rick – it is more expensive for us to use the binnies than it was when we started. Ryan – with Washington County going to curb side I don't know what will happen with this. I think costs will go up and up. We need to get into a recycling discussion. As far as road failures, the city is divided in 7 areas; the funding is through C-Road funds, as we have added roads and larger roads take resources so we are not able to get all roads. Hopefully with the new tax we will see more C-road money. There is a great opportunity, but what scares us is the roads that are failing, I don't know how to fund that. Mayor – this would be an area for the local option tax could be used for funding, but the County has to put it on the ballot in November.

Water: Ryan – we have 8 culinary wells, 3 booster stations, 3 spring lines, 1,704 fire hydrants, 226.9 miles of transmission line, 8.8 miles of secondary irrigation line and 10 pressure reducing stations. A few issues we have come up is water line replacement; keeping ahead of the growth, how to store and transmit, that is a major issue; compliance with State and Federal requirements.

Rob Mitchell – the old pipes we have, the 2, 3, and 4 inch lines are a big concern because we don't meet fire flow at all. We do have a program, we budget \$400,000 - \$500,000 a year, but we only get a block to block and a half a year replaced. We have a lot that are way under capacity. The breaks are old lines, if we can replace those it cuts down with maintenance. Rowley – did that pipeline sleeve, are you happy? Rob – yes, we had a drip, but they flew a guy in and he said it is natural, they pack it in ice. If there is a moisture spot they will replace it, it was just an installation process.

Keeping ahead of growth, it is constant. Most of the intercity is built out so we are growing out, that is a concern to keep up with the growth. We will budget for a water line from the tank to South Mountain. We are trying to get people off the distribution line. The south system, when we run both pumps there is a lot of air in the line. We need to look at a second pond in Fiddlers for secondary system. We have been approached by the jail, the churches and hospital to get on a secondary system that would take a lot of use of culinary. Cozzens – where are you proposing? Rob – in Fiddlers, the requirements from the State for a retention pond is too much. We were going to use the old tank, but they said it would be cheaper to take a dozer and line a pond. Darrell – we

make type 2 water for non-public contact. If it is for public contact we would have to make type 1 water which would be a filtration process. Rowley – would it eventually pay for itself? Darrell – it won't save me money, but it might save Rob money, he is a different enterprise fund. Rob – we could do it in phases, we have the Northfield well, we could pump to that. We could split the town. If we build the reservoir first we could work on filling it. Rick – the District has expressed an interest in participating. Rob – I know the District wants to pump it for recharge. It would take a lot of culinary. I think we could take one well down by doing that.

State and Federal Regulations – the EPA has added a new regulation, we will be required to run another 22 sample tests and they are \$400-\$500 per test. A lot were on the lead, dynamite, they are seeing what is out there. It used to be voluntary, now it will be mandatory. I will increase the O & M in my budget for this.

Wastewater: Ryan - There are issues with Plant and collections. 212 of gravity sewer, 10 miles of pressurized line, 4050 manholes and 8 lift stations with 2.6 million gallons of sewage per day. We have the nitrate process. We want to look at future growth and where we are going and then O&M at the plant. Collections balancing the systems for growth and replacement of old clay pipe and manholes.

Darrell – we just completed construction of the plant. They will modify our permit. We are meeting compliance after 4.5 months. The old plant was 4.4 million gallons per day, the new ditches are 4.8, but our final clarifiers are too small so it limits to 3.7 million gallons, so we need another clarifier, \$1 million to \$1.2 million down the road. I would like to expand the laboratory. We will need more room and equipment; we would need a bigger hood. We also need a clean room, we contaminate drinking water. Cozzens – do we do testing in house for the water department? Darrell – we could but we would need a clean room for that. Cozzens- I would like to put the money in our own system. What about new tests? Rob – they have to be done by a certified lab, so not for the new requirements. Darrell – we need to be certified we can do it. Rowley – can Laurie handle the added testing? Darrell – she does over 100 per week now, but she will be over 200 per week. We were allocated for another position, but I am waiting for the State to give us the added requirements. Cozzens – will the usage of Gilberts raise money? Darrell – I hope, he will have to put a pump in. I talked with the State and the letter has been written giving us permission, it is waiting for a signature.

Future growth, we are good for another million gallons for clarifiers. O&M at the facility. We are having rust on the screw press in the dewatering building, we are working with the Schwing who is the manufacturer, the Engineer at Corollo Engineering and Kit for a solution. We found out we had 3 pumps rebuilt that the internals were wore out. We have 3 other pumps; we would have to hire that out. The plant seems to be good. If you want to do secondary irrigation, we could do a treatment, sand or screen filter, our water meets drinking water standards. Cozzens – when Keith is done, we should use that as recharge.

Collections – we have an overload on the Airport line, the majority of our water goes down that line. Extend the 4500 West line we could take out other areas. Rowley – Rob, is the wells pumping from Quichapa is not much further than the treatment plant? Darrell – I am 7 miles. Rob – Spilsbury Springs is about 8 miles. Darrell – Jonathan and I looked at this year ago about pumping to the Fields at the Hills Pond it was about \$1 million. Cozzens – would TDS be of the treated water, otherwise can we recharge. Darrell – no one in the State recharges so we would be the first and we would have to do all the ground work. Rowley – just use it for outdoor irrigation. Mayor – we started this conversation two weeks ago, using it for different options. Darrell was going to talk with Engineering. Darrell – we treat 2600 acre feet of water each year, we could recharge about 1/3. Cozzens – everything we can do with recharge we need to do. Rick – the State Engineer said we are increasing. \$2 million is cheap compared to our other options. There is a lot of clay pipe in the old part of town, it is a long term goal to replace that, it is 70 years old, the design life is 50 years.

Ryan – he does have money set aside to do breaks and sheers. To do a full replacement plan we would need funding. We can look at sewer rate increase, that would help fund some of this. Cozzens – if we raise sewer rates could we use funds to build a line to a reservoir? Darrell – I think so. Ryan – we would have to look at that. Darrell – we can use it for what the Treatment Plant needs. Cozzens – I think that would be worth looking at. That and the recharge at Quichapa would be great. Ryan – we need to look at replacement of the old lines. Cozzens – this is the most discouraging part of the job, to look at the needs of the City, we have great needs, infrastructure and maintenance. I hesitate building new things. Rowley – do you think road issues are due to breaks? Ryan – not totally, but it contributes. Rick – look at Airport Road versus 2400 North, it is just an old road. Paul – on the east side it is the soils.

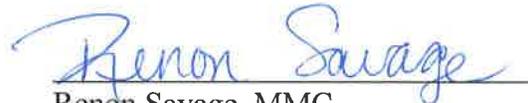
CATS: Ryan – increasing ridership is a main issue. Last year we had 10,000 fixed and 5,000 dial-a-ride. We need more flexibility on our passes. It is convenient for those that need it, but not for the rider that has more options. We had a proposal for SUU to have them tag a fee on and let their students ride free, but they chose not to. However SunTran just did that with Dixie State and Utah State does as well, we hope they will do that in the future. Driver and dispatchers since it is all part-time employees. We are making it work, but as more comes up we will have to look at that. Drivers, they don't get a lot of hours so to get a CDL driver and endorsement is difficult.

COUNCIL PRIORITIES/GOALS: Rowley – the items I had are the columbarium, Cemetery greeting, another phase of street lights to extend south on Main Street. Mayor – is that beyond what we already budgeted? Rowley - yes, until we get to the south interchange. The internet, we need wifi system in these chambers and store several council sessions so they are still accessible to the public, we want the system working well. We have had several times when we can't get them to download. Cozzens – if Kit's computer continues not working we need to fix that. Rowley – animal shelter and north system. Isom – Chief Allinson, are the dollar amounts you gave us after the recent increase? Chief - No, before.

Cozzens – snow removal. Jeff – when we were doing snow removal, all the businesses push snow into the streets. I want help from council on this, send letters, put in the paper or whatever. We took 20 pictures this morning of areas out of control; it covers stop signs, etc. and it makes us look bad. Rowley – there are a handful of snow removal companies. Rick – it is not just them, it is more the businesses, we have an ordinance that you can't cover the sidewalks. If someone got hurt and they say why is the City not enforcing the ordinance we would be liable. Chief Allinson – we have contacted all the businesses and given them letters, some has improved, but we have not included streets, but we could add that. Jeff – we have had people throw snow shovels at our trucks. Mayor – we also put it in the newsletter this month.

OPEN DISCUSSION:

ADJOURN: Councilmember Isom moved to adjourn at 5:00 p.m.; second by Councilmember Cozzens; vote unanimous.


Renon Savage, MMC
City Recorder